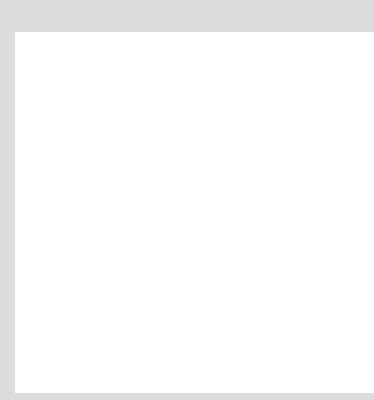


# ESS USERS - AGENCY

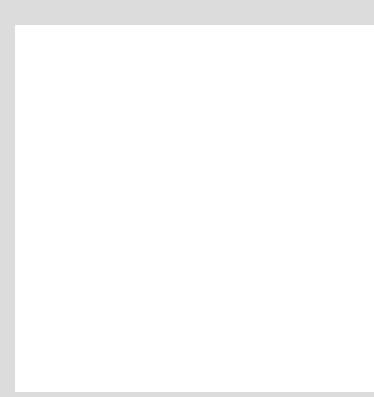


# Cardinal

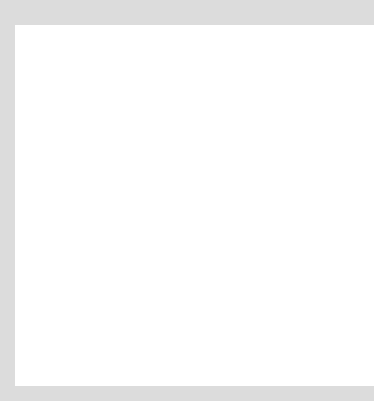
## Day 1 Checklist



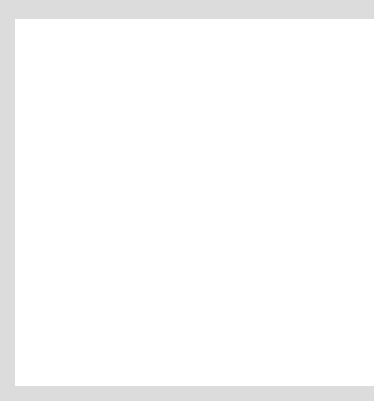
Register for Cardinal HCM access (if necessary) at [my.cardinal.virginia.gov](https://my.cardinal.virginia.gov)



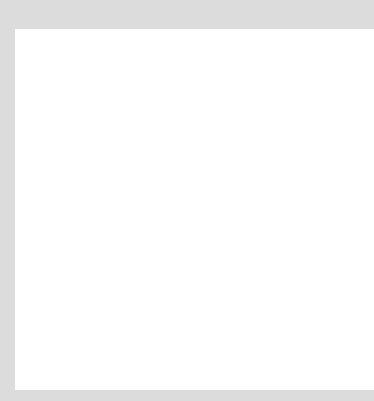
Log into Cardinal HCM at [my.cardinal.virginia.gov](https://my.cardinal.virginia.gov)



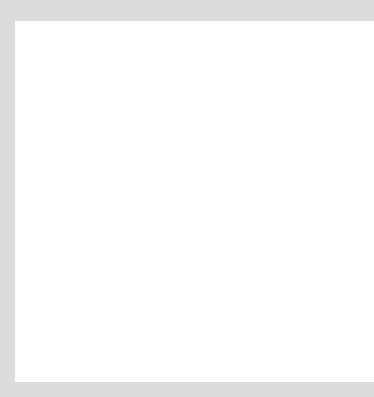
Review applicable personal information, such as name, address, direct deposit account, leave balances, job data, and health benefit coverage ([job aids](#))



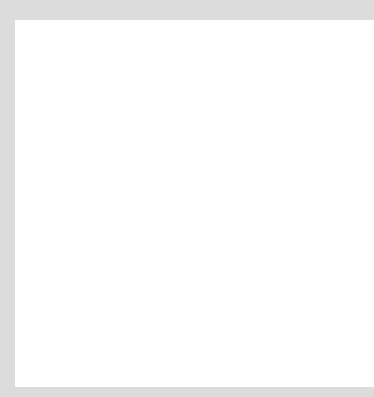
Watch applicable [Cardinal Videos](#)



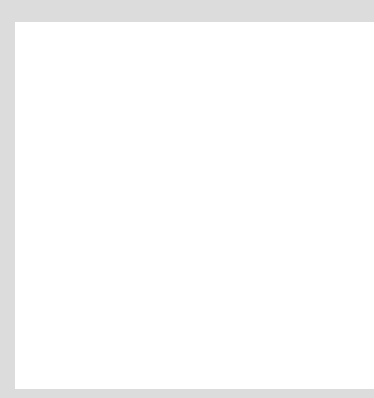
Review [Cardinal HCM Support Guide](#) and [available resources](#)



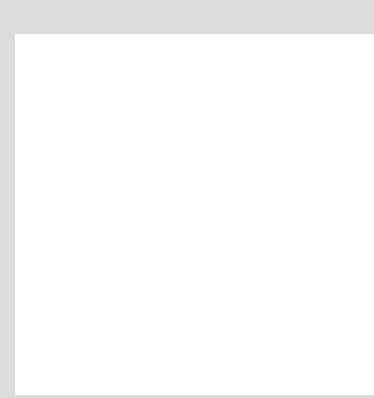
Understand how and when you are entering time at your agency (if applicable)



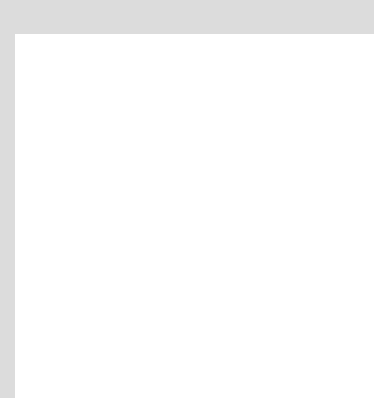
Identify your ESS TA SME(s) (if applicable)



If you are required to complete a timesheet in Cardinal, submit your time as instructed by your agency



In preparation for your first paycheck out of Cardinal, review the “[Understanding Your Paycheck](#)” guide (if applicable)



Communicate issues to your manager/supervisor and/or agency administrators